

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK

MARISE L. JEAN-LOUIS,

Plaintiff,

-against-

FOUNTAIN HOUSE,

Defendant.

23-CV-3891 (VEC) (BCM)

**ORDER REGARDING GENERAL
PRETRIAL MANAGEMENT**

BARBARA MOSES, United States Magistrate Judge.

The above-referenced action has been referred to Magistrate Judge Barbara Moses for general pretrial management, including scheduling, discovery, non-dispositive pretrial motions, and settlement, and for report and recommendation on dispositive motions, pursuant to 28 U.S.C. § 636(b)(1)(A) and (B). All pretrial motions and applications, including those related to scheduling and discovery must be made to Judge Moses and in compliance with this Court's Individual Practices in Civil Cases, available on the Court's website at <https://nysd.uscourts.gov/hon-barbara-moses>. Parties and counsel are cautioned:

Motion to Dismiss

Defendant has filed a motion to dismiss the complaint. (*See* Dkt. 16.) However, there is no evidence on the Court's docket that defendant has complied with Local Civ. R. 12.1. Defendant shall comply with Rule 12.1 no later than **August 25, 2023**.

In light of plaintiff's *pro se* status, she may have 30 days to respond to the motion to dismiss. Consequently, plaintiff's opposition papers will be due **September 25, 2023**. Defendant's reply papers, if any, will be due **October 10, 2023**.

Discovery is STAYED pending resolution of the motion to dismiss.

Information for Pro Se Parties

1. Plaintiff is hereby notified that *pro se* parties may file pleadings, letters, and other documents with the Court by using any of the following methods:

- a. **Drop off** the documents in the drop box located in the lobby of the U.S. Courthouse at 500 Pearl Street, New York, NY, 10007.
- b. **Mail** the documents to the Pro Se Intake Unit in Room 105 in the Thurgood Marshall Courthouse, 40 Foley Square, New York, NY 10007.
- c. **Email** the documents to Temporary_Pro_Se_Filing@nysd.uscourts.gov.
Instructions for filing documents by email may be found on the Court's website at nysd.uscourts.gov/forms/instructions-filing-documents-email.

2. Plaintiff may choose to receive documents filed in this case by e-mail instead of by regular mail. To do so, she must follow the instructions in the Consent and Registration Form, which is available on the Court's website at <https://nysd.uscourts.gov/prose>.

3. Plaintiff may wish to contact the New York Legal Assistance Group (NYLAG) Clinic for Pro Se Litigants in the Southern District of New York, which is a free legal clinic staffed by attorneys and paralegals to assist those who are representing themselves in civil lawsuits in this court. The clinic is run by a private organization; it is not part of, or run by, the Court. It cannot accept filings on behalf of the Court, which must still be made by any pro se party through the Pro Se Intake Unit.

To receive limited-scope assistance from the clinic, parties may complete the clinic's intake form on their computer or phone at: <https://tinyurl.com/NYLAG-ProSe-OI>. If parties have questions regarding the form or they are unable to complete it, they may leave a voicemail at (212)

659-5190. The Clinic is open on weekdays from 10 a.m. to 4 p.m., except on days when the Court is closed. A copy of a flyer with details about the clinic is attached to this Order.

Dated: New York, New York
August 23, 2023

SO ORDERED.

A handwritten signature in blue ink, appearing to read 'Barbara Moses', is written over a horizontal line.

BARBARA MOSES
United States Magistrate Judge



Since 1990, NYLAG has provided free civil legal services to New Yorkers who cannot afford private attorneys.

Free Legal Assistance for Self-Represented Civil Litigants in Federal Court in Manhattan and White Plains

The NYLAG Legal Clinic for Pro Se Litigants in the Southern District of New York is a free legal clinic staffed by attorneys and paralegals to assist those who are representing themselves or planning to represent themselves in civil lawsuits in the Southern District of New York. The clinic, which is not part of or run by the court, assists litigants with federal civil cases including cases involving civil rights, employment discrimination, labor law, social security benefits, foreclosure and tax.

**Thurgood Marshall
United States Courthouse**
Room LL22
40 Centre Street
New York, NY 10007

Our office is just inside the ground-level entrance to the courthouse, on Pearl Street.

Open weekdays
10 a.m. - 4 p.m.
Closed on federal and court holidays

To make an appointment for a consultation, call (212) 659-6190 or stop by the clinic during office hours. Please note that a government-issued photo ID is required to enter the building.

~~The clinic offers in-person appointments only. The clinic does not offer assistance over the phone or by email.~~